

LOS ANGELES POLICE DEPARTMENT  
**PERMIT FOR SECONDARY EMPLOYMENT**

OFFICE USE ONLY  
CODE:

DATE: \_\_\_\_\_

APPLICATION ☐RENEWAL ☐

LAST NAME	FIRST	M.I.	SERIAL NO.	RANK/CLASSIFICATION	DIVISION ASSIGNED/MAIL STOP
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DIVISION OF SECONDARY EMPLOYMENT	FIRM AND EMPLOYER'S NAME	PHONE NO.
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IS SECONDARY EMPLOYMENT IN A DEPARTMENT UNIFORM? YES <input type="checkbox"/> NO <input type="checkbox"/>	EMPLOYER'S ADDRESS	CITY, ZIP CODE
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LOCATION OF WORK PERFORMED (AT LEAST ONE SPECIFIC LOCATION)	SPECIFIC DAYS & HOURS OF EMPLOYMENT (not to exceed 20 hours/week)
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DESCRIPTION OF SPECIFIC DUTIES TO BE PERFORMED (perimeter security, crowd control, event security, etc.)

Are Police Commission permits or ABC license(s) involved? \_\_\_\_\_ YES ☐ NO ☐Is a labor dispute or picketing in progress or anticipated? \_\_\_\_\_ YES ☐ NO ☐Is union affiliation required? \_\_\_\_\_ YES ☐ NO ☐Does the secondary employer provide you with insurance coverage (injury, death, liability, etc.)? \_\_\_\_\_ YES ☐ NO ☐Do you have any other current approved work permits? How many? \_\_\_\_\_ YES ☐ NO ☐Are you on restricted duty? (IOD, light-duty, etc. If YES, attach a 15.07.00) \_\_\_\_\_ YES ☐ NO ☐Are any Consumer Affairs Business Licenses or other licenses or permits required? (If YES, attach copies.) \_\_\_\_\_ YES ☐ NO ☐Is a copy of the current firearm/security guard permit attached? (If security related, attach copies.) \_\_\_\_\_ YES ☐ NO ☐Does this employment involve private investigative work? \_\_\_\_\_ YES ☐ NO ☐

I agree I must not become involved in any investigations of, nor undertake representation of a party to any civil or criminal matters involving the City of Los Angeles, or that are in conflict with the interest of this Department or the City of Los Angeles.

I have read the existing Department policies and procedures, governing secondary employment and off-duty conduct, and agree to adhere to those policies and procedures. I have read Penal Code Section 830.1 and understand the limitations of my peace officer powers. I understand that while engaged in activities within the course and scope of my secondary employment, that I am an agent of my secondary employer, and that my right to compensation for injuries and indemnification for civil and/or criminal liability extends only to my secondary employer and not to the City of Los Angeles.

I agree that I will not make any use of confidential information contained in police databases and/or Department files for purposes connected directly or indirectly to my secondary employment.

I agree to submit a new permit for secondary employment when required or each time the nature or location of the work to be performed changes, or my secondary employer changes. The duties described above are an accurate representation of those duties which I will be performing in the course and scope of my secondary employment.

I understand that mere submission of this form does not constitute approval.

EMPLOYEE'S SIGNATURE _____	SERIAL NO. _____	DATE _____
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REVIEWING/RECEIVING SUPERVISOR _____	SERIAL NO. _____	DATE _____
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* SPECIAL * EMERGENCY SECONDARY EMPLOYMENT CONDITIONALLY APPROVED BY: _____	SERIAL NO. _____	DATE _____
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The Commanding Officer's recommended approval certifies that an investigation has been made in compliance with Section 3/744.20 of the Department Manual, that the employment is not of the prohibited type, and that the employee possesses current license(s) or permit(s), if required.

NOTIFY THE AREA COMMANDING OFFICER OF THE OUTSIDE DIVISION WHERE EMPLOYMENT IS TO BE PERFORMED, IF APPLICABLE.				DATE
NOTIFIED BY WHOM?		PERSON NOTIFIED		
RECOMMENDATION	REASON FOR DENIAL (attach 15.02.00)	CO, DIVISION OF ASSIGNMENT (SIGNATURE)	SERIAL NO.	DATE
APPROVED <input type="checkbox"/>				
DENIED <input type="checkbox"/>				
RECOMMENDATION	REASON FOR DENIAL	CO, ADMINISTRATIVE SERVICES BUREAU (SIGNATURE)	SERIAL NO.	DATE
APPROVED <input type="checkbox"/>				
DENIED <input type="checkbox"/>				

COMMENTS:

EXPIRES:

**LOS ANGELES POLICE DEPARTMENT  
MOTION PICTURE/TELEVISION FILMING WORK PERMIT  
APPLICATION/RENEWAL**

<b>EOD USE ONLY</b>				Permit Expiration Date: _____	
Database: <input type="checkbox"/>	Sticker: <input type="checkbox"/>	CAPERS: <input type="checkbox"/>	Notification: Mail/E-mail		
Active: _____ Retired: _____		New Application: _____			
		Renewal: _____		Date of Original Permit: _____	

(NO DOCUMENTS SHALL BE ATTACHED TO THIS FORM)

**RULES AND REGULATIONS**

(All rules and regulations apply to both active and retired officers.)

1. The Los Angeles Police Department (Department) grooming standards shall be maintained by all officers.
2. Officers shall be familiar with and comply with Department policies, rules, and regulations regarding conduct and demeanor.
3. Officers shall not wear their uniform and badge except at the filming locations authorized by the filming permit. If the filming permit lists multiple locations, a jumpsuit or partial uniform may be worn without the police equipment belt when commuting to and from the work location as long as the officer is not identifiable as a police officer.
4. Officers shall provide their name and serial number to a location manager or other designated supervisor at the work site upon request.
5. Officers shall make advance notifications to the concerned Area police station watch commander and to Communications Division watch commander of any vehicle pursuit, gunfire, simulated helicopter crash, simulated police activity and/or landing or pyrotechnic activity authorized by the permit which might inadvertently cause a police response.
6. Officers shall respond courteously to any citizen inquiry or complaint regarding activities at motion picture/television filming locations. Any unresolved matters shall be reported to the FilmLA Inc. and/or Emergency Operations Division (EOD), Counter-Terrorism and Special Operations Bureau (CTSOB), at (213) 486-0680.
7. No filming work permit shall be approved for filming locations on freeways, which are within the jurisdiction of the California Highway Patrol.
8. Officers shall comply with an on-duty officer auditing or inspecting the filming location. The on-duty officer must be shown a copy of the filming permit and may make any inquiries as to compliance.
9. An on-duty supervisor may close down the filming location if aggravated circumstances exist and immediate action is necessary, or if the production company refuses to comply with the orders or conditions of the permit.
10. Officers shall not utilize any City-owned logistical support equipment, Department-issued motorcycle, radio equipment or supplies in connection with their secondary employer. Exception: Active officers may carry their personally assigned Department-owned radio for the use in an emergency. Note: The mere possession of a Department assigned radio does not constitute "work time" for the Los Angeles Police Department. Any employee while engaged in secondary employment, in uniform, with a Department assigned radio shall not be considered on "stand-by" status. Officers who are required to take immediate police action in emergency situations shall adhere to existing Department policies and procedures.
11. Upon reporting to a work site, officers shall review and ensure compliance with the conditions of the filming permit. Officers shall ensure compliance with arrival and departure times, and authorized filming locations issued by the FilmLA Inc. Officers shall not allow any activity or conduct that is in violation of local and state law, nor allow any filming condition that is not authorized by the permit. Variations from the requirements of the permit are not allowed unless approved by an authorized representative of the FilmLA Inc. If a variance is needed for the work site permit or violations are noted, officers shall notify FilmLA Inc. at (213) 977-8600. In case of an emergency, EOD, CTSOB, shall be notified. During off-hours, Real-Time Analysis and Critical Response (RACR) Division shall be notified at (213) 484-6700.
12. While engaged in activities within the course and scope of secondary employment, officers are agents of his or her secondary employer and his or her rights to compensation for injuries and indemnification for civil and/or criminal liability extend only to his or her secondary employer and not the City of Los Angeles.
13. Officers shall read and receive copies of the rules and regulations governing active and/or retired Department officers at motion picture/television filming locations, ordinances of the Los Angeles Municipal Code (LAMC) Section 52.28 (police uniform limitations), LAMC Section 80.03 (Direction of traffic), LAMC Section 80.03.1 (Traffic control at commercial filming sites), and applicable Los Angeles Police Department Manual Sections. Officers shall adhere to those rules and regulations and understand the limitations of his or her police powers. By signing at the end of the work permit, officers shall agree to all these rules as stated.

## MOTION PICTURE/TELEVISION FILMING WORK PERMIT APPLICATION/RENEWAL

### Auxiliary Traffic Enforcement (Motor Officer) Rules:

1. Officers shall comply with the current Department basic and motorcycle officer's current uniform standards, as stated in the Department Manual, while employed at motion picture/television filming locations.
2. Motorcycle officers shall not wear the Department authorized motorcycle uniform while in transit to the motion picture/television filming location. A jumpsuit or partial uniform may be worn without the police equipment belt when commuting to and from the work location as long as the officer is not identifiable as a police officer.
3. Only the following officers are authorized to utilize a motorcycle and uniform at a filming location:
  - \* Active officers currently assigned as a Traffic Enforcement Officer (Motor Officer);
  - \* Active officers previously assigned as a Traffic Enforcement Officer (Motor Officer) who left the assignment in good standing; and,
  - \* Retired officers previously assigned as a Traffic Enforcement Officer (Motor Officer) who left the assignment in good standing.
4. All motorcycles (regardless if the motorcycle is owned, borrowed or rented) must be in full compliance with the Vehicle Code, i.e., registered and insured. Under no circumstances are officers authorized to have any blue lights or forward facing red lights. All motorcycles present at motion picture/television filming locations and/or used for traffic control must be equipped with an amber colored flashing emergency light system to the front and rear.
5. Officers while employed as a Traffic Enforcement Officer (Motor Officer) at a permitted filming location shall maintain in their possession a valid driver's license endorsed for motorcycle operations, proof of current registration and insurance, and a Department-issued identification card.
6. Officers must not park motorcycles on the sidewalks unless the permit authorizes blockage of the sidewalk.

In addition, I understand that any violation of the motion picture/television filming work permit rules and regulations could result in suspension or revocation of this work permit. Failure to maintain a valid Department Identification card and a valid driver's license will render this permit invalid. I understand that an approved work permit is valid for two (2) years. I agree to submit a Motion Picture/Television Filming Work Permit Application/Renewal Form, 30 calendar days prior to my work permit expiration date. The duties described herein are an accurate representation of those duties that I will be performing in the course and scope of my employment.

I certify that all statements on this application/renewal form are true and complete to the best of my knowledge. I understand that false or incomplete statements are subject to disqualification or denial of the work permit.

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Applicant's Signature

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Serial No.

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Date

**MOTION PICTURE/TELEVISION FILMING WORK PERMIT  
APPLICATION/RENEWAL**

<b>ACTIVE OFFICER</b>			
<b>Submit the completed application to the Filming Work Permit Coordinator, Emergency Operations Division. Mail Stop No. 932. Do not submit ANY personal/private documentations with this form.</b>			
Name: _____		Phone Number: _____	
Division of Assignment: _____		Serial No.: _____	
<b>Reviewing Supervisor</b> certifies compliance with Department Manual Section 4/292.05. If the applicant is requesting the use of a motorcycle, the reviewing supervisor shall also verify:			
* Motorcycle Registration Verified: <input type="checkbox"/>			
* Insurance Carrier: _____ Policy No.: _____			
* Valid driver's license endorsed for motorcycle operation. Verified: <input type="checkbox"/>			
* Completed LAPD Motorcycle School? Yes <input type="checkbox"/> No <input type="checkbox"/> Date Completed: _____			
* Prior/current Traffic Enforcement Officer (Motor Officer) assignment(s) and date: _____			
_____ <b>Reviewing Supervisor (Print)</b>	_____ <b>Reviewing Supervisor (Signature)</b>	_____ <b>Serial No.</b>	_____ <b>Date</b>
The Commanding Officer's recommended approval certifies that an investigation has been made in compliance with Department Manual Sections 4/292.05 and 3/744.20, that the employment is not of the prohibited type, and that the employee is qualified to discharge the specific duties as prescribed. (If denial of the application is recommended, the reason shall be stated in an Intradepartmental Correspondence, Form 15.02.00, and submitted to the CO, EOD.)			
<b>Commanding Officer's Recommendation:</b>			
		Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
_____ <b>CO, Division of Assignment (Signature)</b>		_____ <b>Serial No.</b>	_____ <b>Date</b>
<b>CO, Emergency Operations Division:</b>			
		Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
_____ <b>CO, Emergency Operations Division (Signature)</b>		_____ <b>Serial No.</b>	_____ <b>Date</b>

<b>RETIRED OFFICER</b>			
<b>Submit the completed application to the Filming Work Permit Coordinator, Emergency Operations Division. LAPD, 100 West First Street, Los Angeles, CA 90012 Questions? (213) 486-0410</b>			
Name: _____		Phone Number: _____	
Home Address: _____		E-mail Address: _____	
Endorsed to carry a concealed weapon? Yes <input type="checkbox"/> No <input type="checkbox"/> Serial No.: _____ Date Retired: _____			
Insurance Carrier: _____ Policy No.: _____			
Valid driver's license endorsed for motorcycle operation No.: _____ State: _____			
Completed LAPD Motorcycle School? Yes <input type="checkbox"/> No <input type="checkbox"/> Date Completed: _____			
Prior Traffic Enforcement Officer (Motor Officer) assignment: _____ Date: _____			
The reviewing Film Permit Coordinator, EOD, certifies compliance with Department Manual Section 4/292.05.			
_____ <b>Reviewing Coordinator (Print)</b>	_____ <b>Reviewing Coordinator's (Signature)</b>	_____ <b>Serial No.</b>	_____ <b>Date</b>
The CO, EOD, recommended approval certifies that an investigation has been made in compliance with Department Manual Sections 4/292.05 and 3/744.20, that the employment is not of the prohibited type, and that the applicant is qualified to discharge the specific duties as prescribed.			
<b>CO, Emergency Operations Division:</b>			
		Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
_____ <b>CO, Emergency Operations Division (Signature)</b>		_____ <b>Serial No.</b>	_____ <b>Date</b>

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

February 17, 2015

**SUBJECT:** MOTION PICTURE/TELEVISION FILMING LOCATION  
AUDITS - REVISED; AND, MOTION PICTURE/TELEVISION  
FILMING LOCATION AUDIT, FORM 01.47.03 - REVISED

**PURPOSE:** This Order revises Department Manual Section 3/273, *Motion Picture/Television Filming Location Audits*, to identify the Film Unit, Contract Services Section (CSS), Emergency Operations Division (EOD), as the Department entity responsible for auditing motion picture/television filming locations and overseeing active and retired police officers working those locations in uniform with a valid motion picture/filming work permit.

In addition, this Order revises the procedures when conducting motion picture/television filming location audits, and the Motion Picture/Television Filming Location Audit, Form 01.47.03, to conform to the revised Manual Section 3/273.

This Order supersedes Special Order No. 27, *Guidelines for Conducting Motion Picture/Television Filming Location Audits*, dated November 21, 2000.

**PROCEDURE:**

I. MOTION PICTURE/TELEVISION FILMING LOCATION AUDITS - REVISED. Attached is Department Manual Section 3/273, *Motion Picture/Television Filming Location Audits*, with revisions indicated in italics.

II. MOTION PICTURE/TELEVISION FILMING LOCATION AUDIT, FORM 01.47.03 - REVISED. The Motion Picture/Television Filming Location Audit, Form 01.47.03, has been revised to add "Forward the original signed audit and all related report(s) to Film Unit, CSS, EOD, Mail Stop 400," and a checkbox to indicate that a completed copy of the Form 01.47.03 and all related report(s) was faxed, or scanned and emailed to Film Unit, CSS, EOD, at [FilmUnit@lapd.lacity.org](mailto:FilmUnit@lapd.lacity.org). The use of form, completion, and distribution for this form remains unchanged.

**FORM AVAILABILITY:** The revised Motion Picture/Television Filming Location Audit form is accessible in LAPD's E-Forms on the Department's Local Area Network. A copy of the form is attached for immediate use and duplication.

**AMENDMENT:** This Order amends Section 3/273 of the Department Manual.

February 17, 2015

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'C. Beck', written over a light blue circular stamp.

CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "A"

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 6, 2015**

**273. MOTION PICTURE/TELEVISION FILMING LOCATION AUDITS.**

*The Film Unit, Contract Services Section (CSS), Emergency Operations Division (EOD), is the Department entity responsible for auditing commercial filming locations. Additionally, the Film Unit has oversight over all active and retired police officers working filming locations in uniform, with a valid Motion Picture/Television Filming Work Permit.*

**Filming Location Audit.** *Geographic Area supervisors must conduct a filming location audit, when there is reason to believe commercial filming or still photography is occurring:*

- *Without a valid permit;*
- *In violation of the filming permit conditions; or,*
- *When complaints related to filming activity are reported or observed (e.g., neighbor disputes, crowd and/or traffic problems).*

*During normal business hours, the Film Unit will respond to filming locations upon request. The Film Unit's telephone number is accessible from the Motion Picture/Television Filming Location Audit, Form 01.47.03, and the Department's telephone directory.*

**Auditing Supervisor's Responsibilities.** *When auditing a filming location, the auditing supervisor must:*

- *Complete the Motion Picture/Television Filming Location Audit, Form 01.47.03;*
- *Determine who is in charge at the filming location (e.g., Location Manager or Producer);*
- *Request and review a copy of the filming permit;*
- *Ensure the production company is physically located at the location stated in the filming permit;*
- *Ensure the production company is conducting only authorized road/lane closures and filming activities on the specified date(s), time(s), and location(s), as delineated on the permit;*
- *If the production company does not possess a valid filming permit, or is filming at a location not authorized on the permit [violation of Los Angeles Municipal Code (LAMC) Section 41.20(a), Commercial Filming Without a Permit – Misdemeanor], order the person in charge to immediately shutdown the production and remove all filming equipment from the location;*

*Note: The person in charge is required to maintain a copy of the filming permit at the filming location at all times. If the person in charge claims the filming is permitted, but is not in possession of the filming permit, the auditing supervisor must call the telephone number for FilmLA Inc., as listed on the Motion Picture/Television Filming Location Audit form to verify if a filming permit had or had not been issued. The results of such verification should be included in any report(s). The person in charge may be warned or arrested for the violation. If arrested, a Non-Traffic Notice to Appear, Form 05.02.02, may be considered in lieu of booking*

- *Forward the completed audit to the Area watch commander for approval; and,*
- *Upon approval, fax or send an electronic (scanned) copy of the completed Motion Picture/Television Filming Location Audit form and all related report(s) to the Film Unit, CSS, EOD, or to [FilmUnit@lapd.lacity.org](mailto:FilmUnit@lapd.lacity.org).*

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*If the production is shut down, a reasonable amount of time should be provided for the film crew to pack and load equipment. Cameras or other key pieces of filming equipment may be booked as evidence. However, this should be done only as a last resort if the production fails to comply with the order to immediately cease filming and leave the location.*

***Documenting Violations of the Filming Permit Conditions/Restrictions.*** The auditing supervisor documenting a violation(s) of the filming permit conditions/restrictions must:

- Advise the person in charge of the location that the violation(s) must be corrected immediately;
- Ensure that filming ceases until the violation(s) are corrected;
- Document the violation(s) on the *Motion Picture/Television Filming Location Audit, Form 01.47.03.*

*Note: FilmLA Inc. can provide details concerning any requirements of the filming permit. The person in charge may be warned or arrested for violating LAMC Section 41.20 (a)(Violating Conditions of a Film Permit- Misdemeanor). In some cases, filming may resume once the violation(s) is corrected. However, FilmLA Inc. must be contacted for assistance regarding a request from the production to amend the filming permit.*

*Under certain conditions, FilmLA Inc. may issue a "Rider" enabling a production to add/delete a location or activity to an existing permit. However, a Rider should not be considered and filming must not be allowed to resume if the violation(s) were egregious in nature, created significant hazards or created any public safety concerns.*

- If active or retired officers are employed at the filming location, include the officer's name(s), serial number(s), and a telephone number where he/she may be contacted regarding the audit;
- If the person in charge refuses or cannot correct the violation(s), order the film crew to immediately shutdown and remove all filming equipment from the location;
- The Film Unit will respond during normal business hours to a filming location upon request;
- During normal business hours, the Film Unit must be contacted anytime a film company has been ordered to shutdown filming. During non-business hours, the involved Area watch commander, or his/her designee (sergeant or above), must approve the shutting down of any filming location. Involved watch commanders/supervisors must contact the FilmLA Inc., on-call representative for assistance and advice prior to shutting down a location;
- If it is determined that an active or retired officer allowed permit violations to occur, or does not meet the criteria listed on the audit, ensure the officer takes immediate action to correct any deficiencies; and,
- For active officers, the audit must list the officer's name, serial number, and division of assignment. For retired officers, the audit must list the officer's name, serial number, home address and telephone/cell phone number.



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Revised by Special Order No. 6, 2015**

***Area Watch Commander's Responsibilities.*** The Area watch commander *must*:

- Remain aware of *significant* filming locations within the Area and *ensure* a supervisor responds to filming complaints *or* violations;
- Ensure a field supervisor is dispatched to conduct an audit when there is reason to believe a violation is occurring;
- Ensure auditing supervisors correctly document any violation(s) of the filming permit, conditions/restrictions, rules/regulations, applicable LAMC sections, Department policy concerning active/retired officers and that appropriate action has been taken;

**Note:** Retired or *active* officers who fail to comply with the rules and regulations of their Motion Picture/Television Filming Work Permit, Form 01.47.01, may be subject to suspension or revocation of that *work* permit. Active officers may also be subject to disciplinary action by the Department. (*Manual Section 3/744.08*)

- *Give approval, before a filming location may be shut down by the auditing supervisor, during non-business hours.*

**Note:** Area watch commanders or their designee (sergeant or above) *must* contact the FilmLA Inc., on-call representative for assistance and advice prior to shutting down a filming location.

- Review and approve the completed *Motion Picture/Television Filming Location Audit form*;
- Make an entry in the Watch Commander's Daily Report, Form 15.80.00, briefly explaining the outcome of the audit, and noting any violations observed and/or corrective action taken; and,
- Attach the completed audit to the Watch Commander's Daily Report and forward to the Area/*patrol* commanding officer.

***Area/Patrol Commanding Officer's Responsibilities.*** Upon receiving an audit, the Area/*patrol* commanding officer *must*:

- Review the completed *Motion Picture/Television Filming Location Audit form*;
- Identify any *active/retired* officer's violation(s) of Department rules and regulations,
- Take appropriate action, *if needed*; and,
- Ensure the *original signed Motion Picture/Television Filming Location Audit form and all related report(s)* are forwarded to the Film Unit, CSS, EOD, Mail Stop 400.

***Emergency Operations Division Commanding Officer's Responsibilities.*** The Commanding Officer, EOD, *must*:

- Ensure personnel from the *Film Unit* respond *during normal business hours*, to film locations upon request by *geographic Areas* or auditing supervisors;
- *Review, approve, modify or deny* all requests for City filming permits according to the City's *filming ordinances, contracts, policies and regulations*;
- Maintain a file on all completed audits; *and*,
- Ensure the Department's central repository and database of filming location *audits* is maintained.

**LOS ANGELES POLICE DEPARTMENT  
MOTION PICTURE/TELEVISION FILMING  
LOCATION AUDIT**

DATE/TIME: \_\_\_\_\_

FILM COMPANY: _____	PERMIT NO. _____
LOCATION OR PRODUCTION MGR'S NAME _____	
FILMING LOCATION _____	RD: _____

DATES OF FILMING: _____	
TYPE OF FILMING: (Check one or more) T.V. Show <input type="checkbox"/> Motion Picture <input type="checkbox"/> Student Production <input type="checkbox"/> T.V. Commercial <input type="checkbox"/> Education/Industrial <input type="checkbox"/> Other: _____	
DESCRIPTION OF FILMING: (Check one or more) Interior Dialogue <input type="checkbox"/> Exterior Dialogue <input type="checkbox"/> Running Shot <input type="checkbox"/> Camera in Street <input type="checkbox"/> Camera on Sidewalk <input type="checkbox"/> Drive Up/Away <input type="checkbox"/> Shots Fired <input type="checkbox"/> Vehicle Chase/Crash <input type="checkbox"/> Fight Scene <input type="checkbox"/> Scenes Involving Police Action <input type="checkbox"/> Explosions <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> Other: _____	

AUDIT THE FILM COMPANY AND THE OFFICERS WORKING AT THE FILMING LOCATION. UPON ARRIVAL TO THE LOCATION, OBSERVE THE FILM COMPANY TO IDENTIFY ANY VIOLATIONS OF THE PERMIT/CONDITIONS PRIOR TO BEGINNING THE AUDIT. REVIEW THE ENTIRE FILM PERMIT AND ENSURE COMPLIANCE, REGARDING THE LOCATIONS, DATE, TIME, STREET/LANE CLOSURES, AND ANY ATTACHED RIDERS OR SPECIAL LOCATION CONDITIONS. FACTORS TO BE CONSIDERED MUST INCLUDE, BUT NOT LIMITED TO:

- |   |     |    |
|---|-----|----|
| 1. Are there violations of start and finish times?  | Yes | No |
| 2. Is the film company filming outside the permitted area?  | Yes | No |
| 3. Are private cars illegally parked or parked against permit instructions?   | Yes | No |
| 4. Are filming trucks or equipment blocking pedestrian/vehicular traffic (except where permitted)?  | Yes | No |
| 5. Are non-permitted traffic lanes being blocked/closed?  | Yes | No |
| 6. Are any unusually long traffic delays occurring?   | Yes | No |
| 7. Are there any adverse effects on the community as a result of the filming?<br>(Include statements from community members).   | Yes | No |
| 8. Are there deviations from the number of police officers required by the permit?  | Yes | No |
| 9. Is anyone other than an active or retired police officer conducting traffic control?   | Yes | No |
| 10. Are private security guards being utilized?   | Yes | No |
| 11. Are there any unusual conditions at or near the filming?<br>(If yes, document in the audit narrative how the condition affects the location and how it will be resolved). | Yes | No |

**Any violations should be noted in the narrative of this audit, including any corrective action(s) taken.**

OFFICERS ON LOCATION WORKING FOR THE FILM COMPANY (Active/Retired/Private security)	
LOS ANGELES POLICE OFFICERS EMPLOYED AT THE FILMING LOCATION	OTHER SECURITY (NON-LAPD)
ACTIVE/RETIRED	1. HOW MANY PRIVATE SECURITY OFFICERS AT SCENE _____
1. SUPERVISOR or (A.K.A. GAFFER) _____ / _____	2. SECURITY COMPANY NAME, ADDRESS, CITY, ZIP CODE, TELEPHONE NUMBER, PPO NO. _____ _____
2. MOTOR OFFICER _____ / _____	3. SECURITY COMPANY/ON SCENE SUPERVISOR'S NAME _____
3. NON-MOTOR OFFICER: _____ / _____	4. SECURITY GUARDS IN POSSESSION OF BSIS GUARD CARD? <input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL: _____ / _____	

LOS ANGELES POLICE DEPARTMENT  
MOTION PICTURE/TELEVISION FILMING  
LOCATION AUDIT

Answer each question below. Explain any "No" answers *below in the narrative section* (use a Continuation Sheet, Form 15 09.00, if additional space is needed).

- |    |   |     |    |
|----|---|-----|----|
| 1. | Are all officers who are employed by the filming company in possession of:  |     |    |
|    | A. Los Angeles Police Department I.D. Card (active or retired)?   | Yes | No |
|    | B. Valid California Driver License (motorcycle endorsement if applicable)?  | Yes | No |
| 2. | Were the Communications Division watch commander <u>and</u> the Area watch commander notified of special effects taking place?  | Yes | No |
|    | A. Who performed the notifications? _____   |     |    |
|    | B. Name of the Communications Division watch commander: _____   |     |    |
|    | C. Name of the Area watch commander: _____  |     |    |
| 3. | Are all officers adhering to the Department's uniform and equipment standards?  | Yes | No |
| 4. | Are officers complying with Department policies, rules and regulations regarding conduct and demeanor?  | Yes | No |
| 5. | Are all officers wearing only authorized badges (either retired or active LAPD)?  | Yes | No |
| 6. | Are motorcycles <i>utilized</i> by <i>active/retired</i> officers in compliance with the California Vehicle Code?<br>(i.e., proof of insurance, no emergency red or blue lights, has license plates)? | Yes | No |
| 7. | Are only privately owned vehicles, equipment or supplies being <i>utilized</i> (except ASTROs)?   | Yes | No |
| 8. | Is officer deployment at the location appropriate for the type of filming activity being conducted?   | Yes | No |
| 9. | Has a misdemeanor complaint application for violating permit conditions [41.20(a) LAMC] or unpermitted filming [12.22(A)(13) LAMC] been filed?  | Yes | No |

## NARRATIVE

**NOTE:** The Area watch commander must review the completed audit, identify non-compliance with rules and regulations, and ensure appropriate action has been taken. The audit must be forwarded to the Area commanding officer for final review/approval. Any activity which poses liability for the City of Los Angeles, or is a violation of any State or local law must be immediately resolved at the scene. An on-duty supervisor may close down the filming location if aggravated circumstances exist and immediate action is necessary, and/or the film company, does not possess a filming permit, or refuses to comply with the orders or conditions of the filming permit. Prior to closing down the filming location, the supervisor must contact the Film Unit, CSS, EOD, at (213) 486-0410 or a representative of FilmLA at (213) 977-8600 during business hours 8AM to 6PM. During non-business hours, approval must be obtained from the involved Area watch commander or their designee, before shutting down a filming location. Supervisors must obtain the name(s) and serial number(s) of all active and/or retired officers who are employed and working at the filming location. This information must be documented in the narrative portion of the audit.

## Supervisor Conducting the Audit

Serial No.

## Watch Commander Approving

Serial No.

Area Commanding Officer Reviewing

Date \_\_\_\_\_

Contract Services Section  
Reviewing

Date \_\_\_\_\_

☐ A completed copy of this Form and all related report(s) was faxed (213 486-0460), or scanned and emailed to Film Unit, CSS EOD at [FilmUnit@lapd.lacity.org](mailto:FilmUnit@lapd.lacity.org).

**Forward the original signed audit and all related report(s) to Film Unit, CSS, EOD, Mail Stop 400.**

## **744. SECONDARY EMPLOYMENT.**

**744.08 PRIMARY RESPONSIBILITY.** In all cases of secondary employment, the primary duty, obligation and responsibility of an employee are, at all times, to the Department.

Employees engaged in secondary employment shall conduct themselves in the same manner as if on duty, with particular emphasis on personal appearance, courtesy, attention to duty and the prevention of violations by their employers. Failure to do so may lead to disciplinary action and/or revocation of the Permit for Secondary Employment, Form 01.47.00 or the Motion Picture/Television Filming Work Permit, Form 1.47.01.

Officers, while engaged in secondary employment, if and when the occasion arises, shall at all times take proper action on any offense or condition of which they have or acquire knowledge, and which would normally require police attention, including arrests and making reports.

**Exception:** Off-duty officers employed by a filming company for the purpose of traffic control shall not issue citations for moving, non-moving or parking violations. An off-duty officer who believes enforcement action is appropriate at a filming location may proceed by Complaint Application, Form 05.15.00, or shall summon on-duty personnel who shall be responsible for the final determination regarding enforcement action.

**744.20 APPLICATION FOR PERMISSION FOR SECONDARY EMPLOYMENT.** Any employee wishing to engage in secondary employment shall submit to their commanding officer four signed copies of a Permit for Secondary Employment, Form 01.47.00.

**Note:** To apply for a Motion Picture/Television Filming Work Permit, Form 1.47.01, refer to the procedures outlined in Manual Section 4/292.

**744.24 INVESTIGATIONS OF SECONDARY EMPLOYMENT PERMITS.** A commanding officer, prior to recommending approval of a request for a Permit for Secondary Employment, Form 01.47.00, shall ascertain whether:

- The employment is of a prohibited type (Manual Section 1/270);
- The employee possesses the qualifications necessary to discharge the type of duty or work described in the request to engage in secondary employment; and,
- The commanding officer of the uniformed division in which the place of employment is located (if in the City of Los Angeles) has been contacted and approves of the place of employment.

**744.32 APPROVAL OF PERMIT FOR SECONDARY EMPLOYMENT.** Following the investigation of a request for a Permit for Secondary Employment, Form 01.47.00 (Manual Section 3/744.24), the commanding officer shall:

- Recommend approval or disapproval;
- If disapproval is recommended, write in the reason;
- If approval is recommended, certify that the concerned employee is qualified to perform the duties listed on the requested permit.
- Sign all four copies; and,

- Forward all copies to the Director, Office of Support Services, for approval or disapproval.

**744.36 APPEAL PROCEDURE.** An employee may appeal the determination that secondary employment is or is not compatible with Department employment by:

- Appealing the determination of their commanding officer and the Commanding Officer, Personnel Division, to the Chief of Police.
- Appealing the determination of the Chief of Police to the Board of Police Commissioners for administrative review.

**Note:** The appeal shall be submitted on an Administrative Appeal, Form 01.84.00 (Manual Section 5/1.84) and forwarded to the Employee Relations Administrator.

**744.40 EXPIRATION OF WORK PERMITS.** A Permit for Secondary Employment, Form 01.47.00, shall be valid only on the specific days or dates indicated. No permit shall remain valid for more than one year from the date of approval.

**Exception:** Non-security related secondary employment and security at motion picture/television film site locations (movie jobs) shall be renewed every two years.

**Note:** Non-security related employment is defined as secondary employment which is not designed to protect persons or property from intrusions, i.e., teaching or sales.

**744.48 COMMANDING OFFICER TO REVIEW SECONDARY EMPLOYMENT PERMITS.** Each commanding officer shall examine permit records each month and check to ensure that secondary employment of employees is not impairing their performance of duty and that the efficiency of the Department is not being reduced by such employment. Impairment of the effectiveness or efficiency of an employee by reason of their secondary employment shall be cause for immediate recommendation by their commanding officer to the Director, Office of Support Services, that the permit be revoked.

**744.80 EMERGENCY SECONDARY EMPLOYMENT.** In the event that an emergency request for secondary employment is received without sufficient time to forward the request to the Director, Office of Support Services, for approval, the applicant's commanding officer shall carry out the required investigation (Manual Section 3/744.24). Such investigation may be accomplished by the telephone. The applicant's commanding officer may then conditionally approve the employment.

Upon completion of the emergency employment, the authorizing commanding officer shall cause the necessary copies of the permit and a statement outlining the emergency to be forwarded to the Director, Office of Support Services.

**744.88 SECONDARY EMPLOYMENT DURING SEASONAL EVENTS.** One Permit for Secondary Employment, Form 01.47.00, covering several events may be submitted by an officer whose request is concerned with crowd control during seasonal events.

**270.30 SECONDARY EMPLOYMENT POLICY - GENERAL.** The nature of the law enforcement task requires Department employees to have the ability to work irregular schedules which are subject to change in meeting deployment needs. Additionally, it is necessary that employees have adequate rest to be alert during their tours of duty. For these reasons, and because certain activities are inherently incompatible with an employee's primary responsibility to the Department, the Department may impose conditions on secondary employment or may prohibit it altogether. Determination of the degree of limitation will be based upon the interest of the Department and ensuring that the Department receives full and faithful services in return for its expenditure of resources.

Department employees accepting secondary employment should be aware that they may not be entitled to legal representation, payment of an adverse judgment, or other benefits from the City that are usually afforded an employee while working on duty. Officers should realize that when they accept off-duty employment, they are generally being hired to perform specific duties for an employer. Thus, officers should have a firm commitment from the employer concerning any subsequent legal representation or other benefits that may become necessary as a result of the officer's conduct in protecting the employer's interests.

The Department recognizes that Section 1126 of the Government Code establishes the ultimate control of prohibited activities in the Department's Secondary Employment Policy. It is the purpose of this policy to establish specific guidelines regarding prohibited activities which incorporate the broad parameters set forth in Section 1126 of the Government Code.

**Secondary Employment Policy - Specific.** An employee shall not enter into any secondary employment without having first submitted a summary of proposed duties, location, and employer. Following Department review and a determination that the proposed secondary employment is not incompatible with Department employment, an employee shall not change the nature or location of secondary employment without having first submitted the proposed change for Department review. Once secondary employment is determined to be compatible with Department employment, it shall be reviewed annually thereafter upon the employee's initiative. If it is determined that proposed secondary employment is incompatible with Department employment, the employee shall be notified as soon as possible of such determination and that the employment is prohibited. Continuance of secondary employment that has been determined to be an incompatible activity shall be considered misconduct and may result in disciplinary action.

Determination that secondary employment is or is not compatible with Department employment shall be made by the concerned commanding officer and forwarded to the Office of Support Services for approval. An employee may appeal the determination of their commanding officer and the Director, Office of Support Services, to the Chief of Police. An employee may appeal the determination of the Chief of Police, to the Board of Police Commissioners for administrative review.

Prohibited activities include those which:

- Involve any employment, activity or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to, duties as an employee of the Los Angeles Police Department or with the duties, functions or responsibilities of the Los Angeles Police Department.
- Involve, for private gain or advantage, the use of City time, facilities, equipment or supplies; or the badge, uniform, prestige or influence of one's official position.

**Exception:** Secondary employment in uniform may not be a prohibited activity in specific cases when a determination has been made by the Board of Police Commissioners that the employment is in the best interest of the City, promotes the Department's interest in public safety and the duties are substantially the same as those which would be performed if the employee were assigned on duty.

- Involve receipt or acceptance by the employee of any money or other consideration from anyone other than the Department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of Department employment or as a part of their duties as a Department employee.
- Involve such time demands as would render performance of their duties as a Department employee less efficient.
- The maximum number of hours an employee may engage in secondary employment shall be twenty hours per week. The maximum hours may be exceeded upon the recommendation of the division commanding officer and approval of the Director, Office of Support Services, after a review of the individual's on-duty performance and the nature of the employment involved.
- The Department may take into consideration the medical condition of any employee and the effect secondary employment would have on any employee's ability to perform the duties of their position. An employee shall not engage in secondary employment while carried on sick or IOD status except by special written permission of the Director, Office of Support Services.
- Employees on entry-level probation shall not engage in secondary employment. Commanding officers may recommend exception in special cases.

## **270.35 SECONDARY EMPLOYMENT AS A PRIVATE INVESTIGATOR – PROHIBITED.**

**EMPLOYEE'S RESPONSIBILITIES.** Employees shall discontinue their secondary employment as a private investigator and shall divest themselves of all financial interests in any private investigative business.

**Exception:** An employee working for (or as) a private investigator conducting traffic collision, during reconstruction investigations only, will not be prohibited from such work under this policy. However, other pre-existing work permits that were approved on the Permit for Secondary Employment, Form 01.47.00, involving investigative services will expire **six months** from the date of this Order.

**COMMANDING OFFICER'S RESPONSIBILITIES.** Commanding officers shall regularly examine work permit records and verify compliance with this Order. Commanding officers **shall not** approve or renew any Permit for Secondary Employment forms related to a private investigator.